

NATIONAL INSTITUTES OF HEALTH
Deputy Ethics Counselors and Ethics Coordinators
Meeting Minutes: June 6, 2005

Clarifications Regarding HHS 520/521 Forms

- The HHS 521 form is used for reporting outside activities only. It is not used to renew outside activities.
- Signatory authority for the HHS 521 may be delegated from a DEC to an EC. The NIH Ethics Office will issue further guidance on the parameters for such a delegation within the ICs. Please hold off on doing so until this guidance is issued.
- The recusal statement on the HHS 520 serves as the employee's acknowledgement of a recusal, whereas a recusal statement is used to communicate the need to recuse with staff and others who need to know (the "gatekeepers"). We would not ordinarily circulate 520s for this purpose because they often contain far more information than is needed to effectively communicate the need for recusal.
- HHS 520 renewals: When the start date of the outside activity is certain, you must track from either the approval or the start date, whichever is later. Renewal is required one year from that time. When the start date of the outside activity is not certain, the 520 must renew 1 year from the approval date.

EMIS Training

Reminder to sign up for EMIS training on June 14, 15, or 16th by contacting Fran Plyler.

Actions Routing

Reminder to flag actions sent to the NEO that are sensitive due to their nature or short turn-around time.

Official Duty Actions

The Official and Outside Activities Working Group will be assisting the NIH Advisory Committee for Ethics Regulation Implementation (ACERI) in evaluating new approaches to the official duty policy.